

S&MA Mission Services Task Directive

REC'D MAY 11 2004

Control No. 013129	ORG No.: QD50	PROJECT SYMBOL: SHE COMMITTEE	Contract No. NAS8-00179
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Originator's Signature: Nance Jo Ogozalek	Date: 05/07/04	Originator Priority: MEDIUM
Office Manager's Signature: Rondal C. Mize	Date: 05/07/04 05/07/04	
COTR's Approval: QD01/Terry Hamm	Date: 5-11-04	

Subject: Safety and Mission Assurance support to the SHE COMMITTEE

Task Description:

The intent of this task is to provide administrative and technical writing support to the SHE Committee. This support shall include development/ preparation of SHE Committee meeting minutes for submittal to SHE Committee Chairperson or designee for finalization and distribution. This task will provide support to track and expedite SHE Committee action items, program improvement targets, audit actions, and other similar types of items. This task will provide support to track SHE Program accomplishments. This task will provide the technical support to develop the annual SHE Annual Plan and the SHE Program Final Report. This task will provide the technical writing support to develop management reports and presentations on an occasional basis. Tasks will include support with planning, development, setup, and assisting with Committee participation in Center wide events, for example, Safety Day, Health & Fitness Expo.

Technical Objectives:

1. Effective operation of SHE Committee
2. Effective capture of SHE Program assessments and results (SHE Program Final Report)
3. Effective definition of SHE Program goals, objectives, and required improvement targets (SHE Annual Plan)

Schedule/Deliverables:

1. Final Draft of SHE Committee minutes to SHE Committee Chairperson once per month. Attendance at SHE Committee meetings (2/month) as Recorder.
2. SHE Annual Plan once per year due February 15 of each year utilizing the previous year Final Report as the template.
3. SHE Program Final Report once per year due January 15 of each year utilizing the current year Annual Plan and incorporating, for example, accomplishments, completed corrective actions, self assessment audit results.
4. Monthly Reports on status of Action Items, Program Improvement Targets, and Audit Actions
5. Attendance at SHE Planning Team meetings (average 2/month for 2 hours each) as participant.
6. Support SHE Committee with Center events, for example, Safety Day and Health and Fitness Expo.

Report Progress To: SHE Committee	Frequency of Report: see above
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